



## **JOB DESCRIPTION**

### **Revenue Manager**

(Salary range \$120,000 to 160,000 per year)

#### **SUMMARY DESCRIPTION**

The Revenue Manager is responsible for informing and advising on most financial matters at SCP. Responsible for collecting and organizing data relating to SCP's rates, revenue, power costs, budgets and other financial activities. Works with senior management to develop SCP's revenue requirements. Responsible for providing rate setting options, analyzing rate setting implications on revenue, developing customer rates, and forecasting, budgeting, and tracking revenue. Responsible for forecasting, budgeting, and monitoring electric power costs. This is a key role in the management team and reports directly to the Chief Operating Officer.

This individual will collect, assemble, analyze, and interpret large and complex datasets from manual and automated information systems. This position will be required to work independently, and across SCP's departments of Power Procurement, Planning and Analytics, Customer Service, and Regulatory and Compliance. Prepares data and reports for management and may also present to SCP's Board of Directors. Engages with SCP's outside CPA accounting firm and external auditor as needed.

This individual will keep up to date with current and forecast Investor-Owned Utility (IOU) rates and rate structures, rate-making and rate-setting processes, and IOU fees such as the Power Charge Indifferent Adjustment (PCIA). Discusses expected changes in regulations with the Regulatory and Compliance department, especially when those changes may impact SCP's financial planning.

Qualified candidates must be analytical, organized, embrace teamwork and communicate effectively in a fast-paced environment. Also must think critically, possess a keen attention to detail, and have strong written and oral communication skills.

#### **REPORTING AND SUPERVISION**

The Revenue Manager at this time is an individual contributor (no direct reports) and reports directly to the Chief Operating Officer. Day to day customer billing and collections, invoice processing and contract management are all outside of the Revenue Manager's tasks and provided by staff in Customer Services or Internal Operations.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*This job description indicates, in general terms, the type and level of work performed as well as the responsibilities of employees hired for this position.*

- Determine revenue requirements on a regular basis
- Provide rate setting options that meet revenue requirements.
- Develop staff reports for the Board of Directors describing recommended rate changes
- Understand PG&E rates, PCIA and the forecasts of PG&E rates and rate components
- Track and forecast energy costs
- Track actual revenues
- Develop financial models
- Conduct sensitivity analysis of revenues to load forecasting errors
- Develop Agency budgets
- Develop and monitor department budget expenditures
- Support senior management's financial strategy and planning
- Other duties, as assigned.

## **REQUIRED EDUCATION, SKILLS AND EXPERIENCE**

Education: Bachelor's degree in Accounting, Finance, Business, Economics, Statistics, Engineering, Computer Science or other related quantitative field, AND 8-10+ years' experience, AND,

- The ability to work with complex models, spreadsheets, data and reports.
- Superior Excel skills
- Proficiency in using MS Office suite products, specifically Excel, Outlook, PowerPoint and Adobe Acrobat
- Statistical analysis and understanding of risk assessment techniques
- Understanding of accrual accounting principles and GASB standards
- Understanding of California's Community Choice Aggregation (CCA) model.
- Knowledge of the goals, policies, purposes, and history of SCP.
- Excellent verbal and written communications skills.

## **DESIRED SKILLS, TRAITS and EXPERIENCE**

- Persons in this position are analytical, organized, embrace teamwork and communicate effectively in a fast-paced environment, must think critically and possess a keen attention to detail.
- Electric utility rate making experience
- Cost of service rate making knowledge and experience
- Knowledge of California electric utility industry
- Familiarity with data visualization platforms such as PowerBI (or similar)

## **WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

SCP strives to maintain a COVID-free workplace. To that end, being fully vaccinated is a condition of employment for all our employees unless a medical or religious exemption has been provided prior to the first day of employment.

**Environment:**

Normal office environment with exposure to computer screens. Employees will interact with staff and/or public and private representatives during the course of work in individual and in group settings.

**Physical:**

While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk and stand for prolonged periods; stoop, bend, kneel, and twist; and may lift up to 20 pounds. Employees must be able to communicate in person, in writing, and by telephone.

**Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with SCP management, Board, staff, vendors, the public, and others encountered during the course of work.

**Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

**Hearing:**

Hear in the normal audio range with or without correction.

**To apply, please email a cover letter, resume, and references  
as a single PDF to [jobs@sonomacleanpower.org](mailto:jobs@sonomacleanpower.org)**

*SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all of its employees to contribute to these goals.*

**THE SONOMA CLEAN POWER AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY  
(EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**